

## AWARD NOMINATIONS



The following are basic instructions to aid in the completion of a successful **NOMINATION FORM**.

The purpose of these nominations is to honor and recognize your fellow Jaycees for their outstanding accomplishments as a board member, activator, director, performer, and / or supporter. A single individual may be nominated for any of the above "positions" **BUT** . . . a separate and specific nomination form must be filled out for each position you wish to nominate the person for.

i.e. One (1) nomination form for "Jane Doe" specifically detailing her efforts and successes as your chapter's Community Development VP and one (1) nomination form outlining "Jane's" natural excellence as an Activator (a motivator, leader, someone who excels at getting people involved).

**ANY** member may nominate a fellow member or supporter!

These awards are meant to distinguish efforts above and beyond our normal day-to-day Jaycees' endeavors. As such, it is only fitting that the person being nominated is recognized for each area / position in which you feel they are deserving.

The accompanying Nomination Form is an editable PDF document for your convenience as well as the selection committee's. It is designed to increase legibility, save you from a devastating case of "writer's cramp", and increase the efficiency in which we are able to send and receive your nominations.

### **NOMINATION FORM INSTRUCTIONS:**

- 1) Enter your Nominee's first and last name
- 2) Enter the chapter name of which the Nominee is a member in good standing (all dues current with no pending reprimands) **EXCEPTION:** An individual being nominated as a "Supporter" does not have to be a chapter member.
- 3) Enter the Nomination Year (Year-End Convention typically happens in February but the "Nomination Year", for the purpose of this form, will be the previous year)
- 4) Fill out the Chapter and Nominee Info sections as completely as possible. Consult your chapter Secretary, Membership VP, or President to aid with this section when necessary. Meeting attendance and event committee records should be made readily available to all members for nominating purposes. The Chapter Info and Nominee Info sections will be taken into consideration in addition to the actual written nomination. Any unknown categories are to be left blank.
- 5) Select ONE and only one box under Nomination Type! If you wish to nominate the same individual for multiple types, a separate nomination form must be submitted for each Type.
- 6) Now the most important part; explain, in detail, why the nominee is deserving of this outstanding recognition. (200 words minimum – 500 words maximum) It is acceptable to exceed the maximum within reason (an additional 100-200 words if you feel it absolutely necessary) but the minimum is a must. These nominations are intended to set a member apart from the normal level of Jaycee participation. If you are serious and passionate about affording another member this honor, then please do them justice by not selling them short. The written portion of your nomination should continue to autofill onto an additional sheet should you exceed the space available on the first sheet. Please confirm this before emailing to ensure your full nomination is being submitted.
- 7) Select "SAVE AS" when saving your completed nomination in PDF form and please title your file as such: Category\_Nominee's Full Name\_Chapter\_Year i.e. IDVP\_Jane Doe\_Billings\_2017
- 8) Attach and email your completed nomination to [mtjaycees@gmail.com](mailto:mtjaycees@gmail.com) with the Subject Line reading "NOMINATION SUBMISSION"